

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY- PROCEDURE

Procedure No. HR-7001

Subject: Policy on Alcoholism	
Authority: Florida Statutes 1001.74; Florida A&M University Regulation 10.337 and 10.133	Effective Adopted Date: 07/01/1999
Revision(s)	06/27/1996
Related References	
Purpose	Employees and Alcoholism

1.0 General Information

2.0 Definitions

3.0 Responsibilities

4.0 General Procedures

- A. The University should make every effort to have supervisory and managerial personnel take advantage of orientation and training programs on Alcoholism which are developed and offered by various state agencies and other organizations.
- B. Alcoholism among USPS employees should be dealt with in a forthright manner by the University, and problem drinking shall be recognized as a health problem and treated as such with no attempt to hide the diagnosis.
- C. Once identified, the employee should be counseled and required to secure appropriate medical or other professional help. Such a problem should not be handled as a disciplinary matter unless the employee has refused to recognize his or her condition and to cooperate by seeking help, or unless treatment has proved unsuccessful. (Refer to FAMU Rule 6C3-10.337, Florida Administrative Code).
- D. The principal factors that can determine the action to be taken by the University in the case of an alcoholic employee are:
 - 1. The state of the disease.
 - 2. The type of work involved and the moral problem of the work group affected
 - 3. The desire of the alcoholic to get well as manifested in the steps he or she takes to secure treatment for recovery.
 - 4. The progress or lack of progress following appropriate medical treatment.
- E. If public relations or working conditions are adversely affected by the problem drinker's behavior, his or her removal from the job should first be accomplished by the employee being placed on compulsory disability leave in accordance with BOR Rule, 6C-5.920, F.A.C. and IOP Number 3000, Benefits and Hours of Work.

5.0 Records

6.0 Violations

- A. When an alcoholic employee's progress is unsatisfactory or the employee fails to cooperate, subsequent action should be taken in accordance with the University's disciplinary procedures. (Refer to FAMU 6C3-10.337, Florida Administrative Code, as appropriate).